

OFFICE OF THE GOVERNOR



JAMES ALLEN MAIN
DIRECTOR OF FINANCE

BOB RILEY
GOVERNOR

(334) 242-7160
FAX: (334) 353-3300

STATE OF ALABAMA
STATE CAPITOL
MONTGOMERY, ALABAMA 36130

MEMORANDUM

TO: ALL DIVISION DIRECTORS
ALL SUPERVISORS
ALL MANAGERS

FROM: JAMES ALLEN MAIN
DIRECTOR OF FINANCE

RE: BACKGROUND INVESTIGATION POLICY

DATE: APRIL 14, 2006

A handwritten signature in black ink, appearing to read "James Allen Main", is written over the "FROM:" line of the memorandum.

Attached you will find a new policy for the Department of Finance covering Background Investigations. This policy will become effective May 1, 2006. Please review and share this policy with all supervisors and managers in your division. This policy requires that all new hires, transfers from other agencies/departments and appointments will be subject to a background investigation which includes a criminal history check as well as verification of higher education degrees. If you have any questions please contact Rachel Dickinson at 242-3199. Thank you for your immediate attention to this matter.

Background Investigations

Policy

The Department of Finance requires a background investigation for each new person working in the Department, including new hires, transfers from other agencies/departments, and appointments. When the register and applications are received in the Finance Personnel Office all applicants stating they have a higher education degree will be verified. The investigation and an acceptable report prior to the completion of the probationary period is a prerequisite to an appointment being made permanent.

Procedure

1. Each person shall provide a completed ABI-46 and a ROL – 8 (Department of Finance Release of Liability). These forms authorize the investigation of employment and personal backgrounds, including a criminal history. The documents also provide for the release of the State and its representatives from liability related to or arising out of the investigation and use of discovered information.
2. Information received as a result of the background investigation will be maintained in the Department of Finance Personnel Office. The information will only be used for determining suitability of the employee for a specific job.
3. Having a criminal history DOES NOT disqualify a prospective employee. All information discovered during an investigation will be evaluated in light of the duties of the position to be filled.
4. If it is determined that any information provided by or on behalf of the worker during the hiring process or subsequent thereto is false, including but not limited to the information provided on the application form or supplementing the application, during interviews, in any documents provided to the DOF by the worker, or at the worker's instruction or request, the worker may be terminated and the worker's name may be removed from any Register maintained by the State Department of Personnel.